

**Structure Design Staff Meeting**  
**Thursday, April 17, 2008**  
**Conference Room C**  
**9:00 AM**

1. Safety/Personnel..... Darlene Yarborough

Please talk about safety issues with groups prior to field trips.

Open enrollment for the State Health Plan is August 1-25. Employees can make changes in BEACON ESS. Darlene recommends that employees on the Indemnity Plan switch to one of the PPO plans instead of letting Best Shared Services complete the conversion.

State applications need to be filled out completely. Please fill in all required information such as beginning & ending dates in a position, years and months worked in the position, beginning & ending salary, degrees, etc. Applicants need to add specific job duties for all jobs worked, including the training program. Personnel will not count the experience otherwise.

Best Shared Services is behind in processing Retirement Applications; therefore turn in Retirement applications to Darlene by the 90<sup>th</sup> day prior to the date of retirement.

All PMs for 2007-08 due to Darlene no later than today.

Amber is leaving, so email all letters to Darlene starting next Friday (4/25/08).

2. PC/CADD .....Randy Bissette  
New workstation for project engineers and employees who currently do not have CADD are coming soon.

Links have recently been added to Structure Design Webpage for BEACON, etc.

Notes updated this month to add LRFD notes, with LFD notes at end.

May 27<sup>th</sup> – new email system – calendar won't be transferred over. You will need to physically move over calendar dates.

3. New Employee Orientation Pilot .....Greg Perfetti  
Uniform process (TMT) for new employees; they will come to their job first then got to orientation.

There will be new informational brochures printed to be given to new employees on their first day welcoming them to DOT. They will also get an evaluation for them to fill out on their Orientation. New employees will also have a peer mentor assigned to them to answer questions and give them guidance for their new job.

4. Sub-Regional (S/R) Tier Guidelines .....Greg Perfetti  
Signed on March 10<sup>th</sup> – training will be next.  
Highway Design Branch/Division partnering on regional basis

Discuss site scoping, right sizing – Jay Bennett to lead training.  
Structure Workshop to be held May 7<sup>th</sup> -- one item will be S/R Tier.  
7 projects were included in first round.

5. Rating Curved Girder Superstructures for Bridge Maintenance..... Greg Perfetti  
Bridge Maintenance needs help with rating 90 curved girder bridges that have never been rated. Charles Hunt has worked on a couple so far – he stated that it requires re-entering the framing plan into Descus to rebuild the 3 –D model.  
GRP: Maybe get Engineer I’s involved. FHWA said they would allow this to be spread out over several years as long as we show progress in getting bridges rated.  
Templates have been set up for trucks and for output summary.
6. 2007 Let Success Rates..... Greg Perfetti  
  
Last year 90 “B” Projects. This year 191 “B” projects. (Keep track of projects and ask for help early if run into problems.)  
  
Compilation thru FHWA – 87% success rate for Highway Design Branch, which is much better than for POC’s or Design-Build projects  
  
“B” projects – 191 “B” (Bridge replacement) Projects up for letting this year. Don’t need to let any slip even with curved girder ratings. Very important to meet all lettings.
7. Plan Turn In Procedures ..... Greg Perfetti  
Need to be turning in plans on time. 12 weeks prior to let. Most are now turning in 9-10 weeks out. Need to get back on schedule.  
Question Roadway if they come up with non-feasible design – i.e. “sliver” widenings – elevate above Project Engineer if necessary.
8. Engineering Development ..... Brian Hanks/Gichuru Muchane  
Overhang falsework – turn in request as soon as typical section has been finalized (Prestressed girder bridges).  
Mostly finished with revised reinforced bridge approach fill for S/R Tier bridges. LRFD substructure training July 9<sup>th</sup> – room for 150 people in Wake County Commons. Handout on Pile Bents – when to use lower tonnage piles vs higher tonnage piles.  
  
Handout – will need to go back & forth with Geotechnical to determine loads and pile capacity for bents and end bents.[see handout]
9. Railroad Issues ..... Allen Raynor  
Need list of projects over North Carolina Railroad (NCRR) – will need site visits in advance as NCRR is asking for increased vertical clearance(about 27’).  
General Drawing – RR sections used to set bridge dimension to toe slope – just show dimensions – don’t call it clearance, only show existing tracks, don’t call theoretical or any qualifiers, see Design Manual.
10. Review of Permit Conditions ..... Allen Raynor  
Copy TKK and RAR when we send back email comments on permit conditions – talking about Preliminary Permit conditions. Reply ‘no comments’ if you have no comments.  
Attach copy of permit application sketch to outside of final plans when turn-in.
11. LRFD Initial Girder Ratings ..... Tom Koch

Memo three weeks ago – includes cored slabs and box beams too. Listed for prestressed girders and can be placed in standard sheet – trying to update NCBDS to handle. Still working on steel girder bridges – not yet automated.  
Runs thru all 17 trucks and creates summary table for both Interstate and non-interstate Legal trucks.

12. Barchart Submittals ..... Tom Koch  
Turn in to Ray Moore First Friday of each month. Pay attention and keep up to date as best we can – let dates, work efforts, % complete.
13. Project Reassignment/STARS updates..... Tom Koch  
Now need to get folders switched – work together. STARS updates need to try and complete within a month.  
Now turn working day calculations directly to Ray Moore.
14. Other  
PM's to go to Performance Dashboard appraisals (PDA's) Oct. 1 for Unit Heads  
Will be a totally different system.  
Training is coming – in the short term, moving only Engineers to PDA and maybe not Technicians.

Do PM's as usual from April 1 – Sept. 30<sup>th</sup>. Leave close date off. PDA's after that.

Request for preliminary engineering cost from PDEA – TKK: Use \$600 per manday. The \$600 includes overhead.

Division 8 has 3 guardrail retrofits they need quickly Division Design Construct(DDC) projects – see Charles if anyone needs work. Its possible it may go to Special Investigations (Farzin's group) to do.